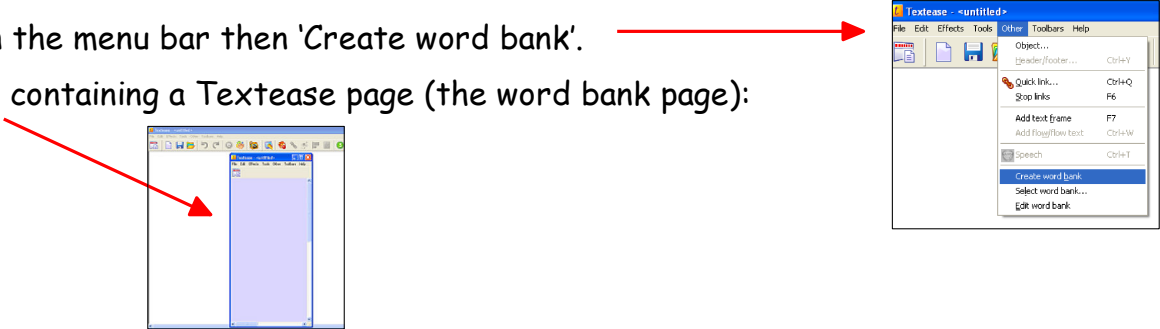


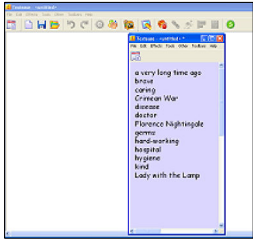
Word Banks can be created to support pupils' writing. The 'Word bank' will open as a separate window and objects within it can be added to a document directly (with a double click or by clicking on them and dragging them onto the page).

1. Click on 'Other' on the menu bar then 'Create word bank'.

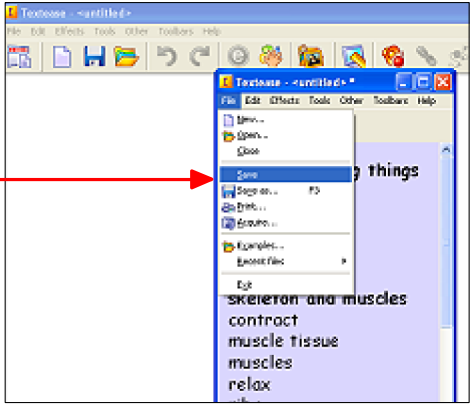
A window will open containing a Textease page (the word bank page):



2. Click on the page and add the text (and graphics) in the same way you would to any Textease page. Lists of words can be separated by pressing the 'Return' key, on your keyboard.



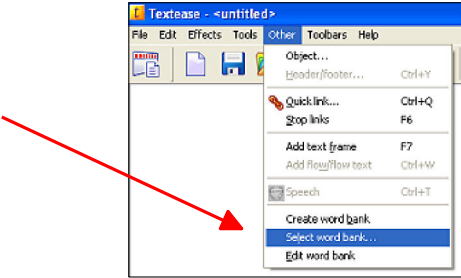
3. Save your word bank before closing the word bank window.



How to add your word bank to a page

1. Open a new document

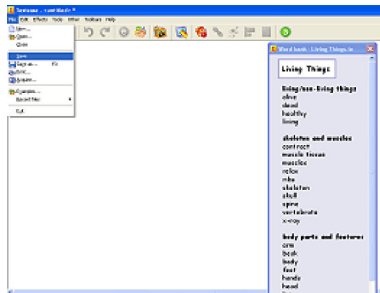
2. Click on 'Other' on the menu bar then 'Select a word bank'.



3. Select the word bank you have just created.

4. Position the word bank on the page where you would like it to appear.

5. Name and save the document - the word bank will automatically appear when you open the document.



You don't need to save the word bank again